NEXT STEPS ACTION CHART

TASK	HDYTIGD	DATE	PERSON RESPONSIBLE

TASK: Clear, simple description of the task to be accomplished.

PERSON RESPONSIBLE: This identifies the person who will make sure the task is completed. This person may or may not actually perform the task, but she or he will make sure the task gets done.

DATE: The date by which the task must be completed.

HDYTIGD: This is the "How do you tell it got done?" column. Identify some simple, objective method to Determine that the task was done. (For example, to determine that a meeting occurred, use minutes from the meeting. To determine that an article appeared in the newspaper, use a copy of the article.)